# WDE657: Accredited Institution Staff Member Collection

# Staffing Manual and Data Collection Guidebook

## Collection Window: 10/03/2016 - 10/31/2016

| WDE657 Collection Steward |
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## Abstract

This abstract provides a general description of the data being collected. This serves only as a <u>basic</u> overview of the data contained within this collection.

The WDE657 collects statistics on all staff members within accredited institutions. The collection consists of an Excel workbook of four worksheets. Two are data worksheets, WDE657-Employment and WDE657-Assignment.  The other two worksheets are Employment Instructions and Assignment Instructions.

The Staff/Employment file collects information on the staff members' demographics and current employment status within the school district.  The elements within the Assignment file collect information on the staff members' current assignments.

## Authority

*Introduction*

Accredited institutions are required to submit staffing data to the WDE each year. The data collected by the WDE657 is critical and will be required for ESSA (Every Student Succeeds Act) reporting.

# Instructions

## Introduction

Each collection will have a set of instructions specific to the data being submitted. It should be noted that the instructions listed below are solely aimed to provide an overview on the WDE657 collection.

The WDE657 collects employment details as of an October 3$^{rd}$ 2016 snapshot; duties employees are contracted or planned to work during the full school year.

## Data Submission Process

*Data Submission*

To obtain the WDE657 go to the Data Collection Suite at
https://portals.edu.wyoming.gov/DCS/support.aspx

## Support

Welcome to the Data Collection Suite Support!

Per Director's Memorandum No. 2013-080, the Collection Tracking System (CTS) has been replaced with Data Collection Suite Release 1 (DCS). To sign in to DCS please use your Fusion username and password. To sign in, click on the upload hyperlink in the DCS navigation bar at the top of this page. The WDE690 is no longer utilized to manage user credentials for data submission and reporting.

This support page contains valuable links to help solve any technical issues. Please feel free to contact us using any of the following methods.

- The DCS User Manual can be downloaded via the link on the right.
- The Instructional Video list contains several short how-to videos to help guide users through the data collection submission process.
- In an effort to continuously improve our products and services, please send constructive comments and suggestions to the WDE through the Provide Feedback tool.
- The Contact link has telephone and email information for various WDE staff.

We appreciate your time and hope DCS can be a tool that works for everyone.

Sincerely,

The WDE Information Management Division

### Support Resources
Provide Feedback
DCS User Manual
Contact Us
Current User Profile

### Resources
Collection Summary
DCS - Forms Inventory on WDE Website
Home Page of WDE Website
Communications on WDE Website
WISE Website
DCS Support

### Instructional Videos
Signing into DCS
Using the Respondent Selector
Uploading and Certifying
Retrieving and Resetting Passwords
Certifying, Downloading and Decertifying Submissions

## *Employment and Assignment Files*

At the bottom of the WDE657 Excel form you will see four tabs:

1. WDE657-Employment
2. Employment Instructions
3. WDE657-Assignment
4. Assignment Instructions



There are also LINKS at the top of each worksheet in the workbook to use to move between each worksheet and to access the GUIDEBOOK and other supporting documentation.  Supporting documentation may also be downloaded from the documents tab in Data Collection Suite.

Both the WDE657 Employment and Assignment worksheets will need to be filled out in their entirety for all salaried and hourly employees who work directly with children.  The Employment and Assignment instructions will offer general definitions and valid values.  For more detailed information refer to this guidebook.

It is **important** to fill out the employment page first; the first name, last name and staff ID will be taken from this page and preloaded into the Assignment spreadsheet.

Each staff member will have one line (record) of information entered on the WDE657-Employment worksheet of the WDE657 workbook.  Each Staff member must have at least one assignment record, but can have multiple entrees on the WDE657-Assignment worksheet.  Enter one line (record) for each assignment they fulfill.  Assignment codes are listed on the Reportable Combinations Institutions supporting document.  Reportable Combinations Institutions can be opened from the Reportable Combinations Institutions link at at the top of each worksheet in the WDE657 workbook.

*Submitting Data to DCS*

When complete, the individual at your facility who has upload rights will upload the completed WDE657 to the DCS and certify it to the WDE.  Your WDE657 must have October 3, 2016 in the header, do not submit an updated version of the prior year form.  You can copy information from the prior year form into the 2016 form but you must use "paste special" in order to keep the field formatting intact. Utitized the DSC support tab and watch video
https://portals.edu.wyoming.gov/DCS/Content/Docs/Videos/UploadandCertify.mp4

*Errors in Data*

After the file is uploaded to the Department, it is checked for errors.  If errors are discovered in the submission, the individual contact listed on the WDE657 for your facility will be contacted by the Collection Steward for resolution.  In most cases the WDE657 will be corrected by the facility and uploaded again to the Department where it will be re-checked.  When there are no further errors in the WDE657 submission it will be cross checked with other collections / previous collections and where discrepancies are discovered the WDE657 contact and the Collection Steward from the Department will resolve them.

# Collection Schedule

## Introduction

The submission of the data can be done within a certain span of time. This timeframe is referred to as the data collection window. During this timeframe, accredited institution personnel may submit their data any day for the collection in question. It is imperative that the data be submitted by the last date, also known as the due date, of the collection window. For this collection, the due date is **October 31, 2016**.

## WDE657 Collection Schedule

Collection Window
10/3/16 - 10/31/16

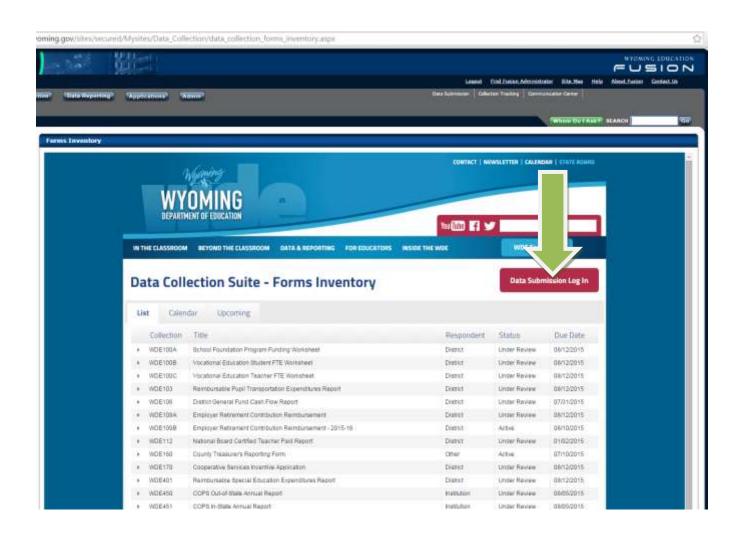# WDE657 Frequently Asked Questions

## Introduction

Throughout the years, the WDE has collected a list of questions that are asked about this collection. The questions have been organized and a list of answers has been provided. If a subject in question is not on this list, the Collection Steward should be contacted for clarification.

## Content Questions and Answers

| # | Question | Answer |
|---|----------|--------|
| 1 | Who do I contact regarding content questions? | Donal Mattimoe at 307-777-6391 or donal.mattimoe@wyo.gov |
| 2 | When would I use a teacher type of "NT"? | A teacher type of NT should be used when that teacher is instructing students but is not providing the grade or credit for the class.  E.g.; Special Education pulls out teachers. |
| 3 | How do I report my new staff members without a WISE Staff ID? | You will need to request a WISE Staff ID on the Fusion web site in the State Report Manager, https://fusion.edu.wyoming.gov/sites/secured/Mysites/Home/default.aspx for each new staff member before submitting your file.  All staff members will be reported with WISE Staff IDs. |
| 4 | What if a staff member has more than one assignment? | Report all of a staff member's assignments on the assignment worksheet of the WDE657 workbook. |
| 5 | What does it mean that my data is based on an October 3rd snapshot? | The WDE657 collects employment details as of an October 3rd snapshot; duties employees are contracted or planned to work during the full school year. |
| 6 | If my school serves grades 9-12, do I need to enter my teachers as teaching 9-12? | No, your low grade/high grade combination should be based on the assignment, not the school grade configuration. |

## Submission Questions and Answers
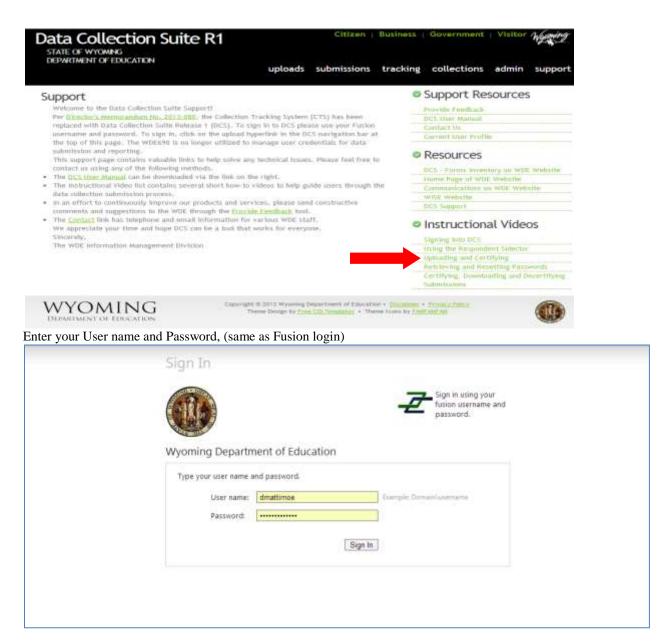
| # | Question | Answer |
|---|----------|--------|
| 1 | Who do I contact regarding submission questions? | Donal Mattimoe, donal.mattimoe at 307-777-6391 |
| 2 | Who do I contact if I have questions about obtaining WISE Staff IDs on the Fusion website? | Donal Mattimoe, donal.mattimoe@wyo.gov at 307-777-6391 |
| 3 | Who has upload rights at my facility? | Upload rights are assigned at your Fusion Administrator . |
| 4 | Who do I contact if I don't know who is the Fusion Administrator at my facility? | Liz Foster, elizabeth.foster@wyo.gov at 307-777-7009 |
| 5 | How will I know when I can have the WDE657 uploaded to WDE? | When the form is completely filled out, your questions have been answered, you have checked your submission and saved it to your system. Then the individual with upload rights at your facility can upload the WDE657 to the Department. |
| 6 | What if I discover an error and want to re-upload? | Save any corrections made to the WDE657 to your system and have the individual with upload rights at your facility, upload the WDE657 again. |
| 7 | Who do I contact if there are technical issues or problems or if Upload or the form isn't working as expected? | Liz Foster, elizabeth.foster@wyo.gov at 307-777-7009 |
| 8 | How do I Upload and Certify the WDE657 to the Department? | Go to the data collection suite at https://portals.edu.wyoming.gov/DCS/support.aspx  In the upper right is the Data Submission Login link  The Data Collection Suite Login page is shown below. Select your facility from the drop-down list, enter your username and password and follow the prompts to upload and certify the WDE657 to the Department. |

Enter your User Name and Password (same as Fusion) For assistance log onto Data Collection Suite go to support tab, under Instructional Videos, look at Uploading and Certifying.
https://portals.edu.wyoming.gov/DCS/Content/Docs/Videos/UploadandCertify.mp4

Enter your User name and Password, (same as Fusion login)



You should see your instutional code and description on top right of sheet.

Must have WDE657 Edit rights for the collection and to Certify a collection you will need WDE657 Certify Rights.  Your District Fusion Administrator can assign the the necessary roles if you don't see them in the WDE657 in the drop box.

# Employment Elements

## WISE Staff ID

WISE Staff Ids are a seven digit identifier assigned by the Wyoming Department of Education. They can be retrieved from the Wyoming Department of Education Fusion portal at http://fusion.edu.wyoming.gov.   Click the **Login** link in the upper right hand corner and insert your fusion user name and password.  If you do not have a user name or password click on the **Request Login** link and your organization fusion administrator will set you up an account.

Staff Ids can be obtained in the **State Registration System (SRS)** under the **Admin** tab.  For more detailed instructions click on the **Admin** tab and the **Communication Center** link. Click on the **Virtual Hard Drive** link in the red **Communication Links** box.  A Staff-SRS User Guide is located in the Virtual Hard Drive.  If you do not see the Admin link please call Donal Mattimoe at 307-777-6391.

## Name Prefix, First Name, Middle Name, Last Name, Name Suffix

Use staff members full legal name to complete these field,  firstnamw, last name required.

## Former Name

For those staff members who have legally changed last name through marriage or choice.

## Date of Birth

Required field, enter as dd/mm/yy or dd-mm-yy and the date will automatically reformat to the required YYYY-MM-DD format.

## Ethnicity and Race

In October of 2007, the US Department of Education (USED) released new guidance on collecting and reporting racial and ethnic data.  The guidance took effect on December 3, 2007, and full implementation is required no later than the 2010-2011 school year.

The Wyoming Department of Education (WDE) will require accredited institutions to start collecting and reporting under the new race and ethnicity guidelines for all data collections in the 2009-10 school year.

**What does this mean for accredited institutions?**  The new federal collection standards mandate that districts must provide ALL STUDENT AND STAFF the opportunity to re-identify their race/ethnicity via the following guidance provided by the USED.  Staff and parents should be informed that race/ethnic information is collected for the purpose of monitoring, accountability and to ensure that schools are receiving the proper educational programs and services they need.

# Hispanic/Latino Ethnicity
# American Indian or Alaska Native Race
# Asian Race
# Black or African American Race
# Hawaiian Native or Other Pacific Islander Race
# White Race

These six fields are used to report a student's or staff's Race and Ethnicity.  When collecting a person's race/ethnicity:

- Organizations must ask respondent in a two-part question format.
    1. The first question is about ethnicity.
        • Reported in the Hispanic/Latino Ethnicity data field.
    2. The second question is about race.
        • Reported in the five race data fields.

Valid values for all six fields are:  Y or N (Y = Yes, N = No)

None of these fields can be left blank.  If Hispanic Ethnicity = Y (Yes), at least one of the race data fields must also be Y (Yes).  All race fields cannot be reported as N (No).

Further Resources:
Federal Guidance:  http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html
*Managing an Identity Crisis* from the National forum on Education Statistics:
http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802

# Assignment Elements

## WISE Staff ID – Name (First, Last)

Complete Employment worksheet before completing this field. Must be selected from drop-down list. DO NOT key in WISE Staff ID or Name.

## Assignment Code

Assignment codes can be found in the Reportable Combinations Institutions attachment. All assignment codes consist of three letters, except for the Elementary Teacher (Core Academic Subject) code which is EL0 (ending in a zero). Please read the Reportable Combinations Institutions attachment in its entirety to ensure proper coding. If you have any questions please contact Donal Mattimoe at 307-777-6391 or donal.mattimoe@wyo.gov

Accredited Institutions will report what positions the staff member will be assigned to for the current fiscal year. For example if a teacher teaches Biology in the Fall and Physics in the spring they will have 185 contract days with a time of 50 for each assignment since half the year will be spent teaching each subject (see graph below). All extra salary positions such as teaching an additional course during the prep hour or National Board Certification pay will also be included.

If a staff member has more than one job assignment a separate entry will need to be made for each assignment, dividing the time appropriately (see example below). Coaching or EPY positions should have 0 FTE.

| Entry # | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| | WISE Staff ID - Name | Assignment Code | Teacher Type | Lowest Grade Served in Assignment | Highest Grade Served in Assignment | FTE |
| 1 | 7825023 - Robert Zane | BIS | TR | 10 | 12 | .33 |
| 2 | 7825023 - Robert Zane | PCH | TR | 11 | 12 | .33 |
| 3 | 7825023 - Robert Zane | EPY | | | | 0.00 |
| 4 | 7825023 – Robert Zane | BIS | | | | .34 |

## Teacher Type

There are two codes for teacher type:

> TR = Teacher of Record

> NT = Teacher, Not of Record

This field can be blank; it is only filled out if the staff member has a teaching assignment. Teacher of Record is a teacher that gives a grade in a course and Teacher, Not of record works in the classroom but does not prepare course curriculum and give grades.  The Reportable Combinations Institutions hand out has a column named Teacher Type that reveals the positions that require the TR or NT code.


## Lowest Grade Served and Highest Grade Served

The Lowest Grade Served is the lowest grade the teacher serves in that assignment, it is not the lowest grade served by the organization.  Same with the Highest Grade Served.

The Lowest Grade Served and Highest Grade Served must be one of the following:

> PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12


## FTE

Report staff in terms of FTE (Full Time Equivalent). FTE should be in hundredths. For example, if a teaching position is filled by four people, each working the same amount of time, each person would count as .25 FTE. The total FTE counts for instructional staff must be reported to the nearest hundredth, with EXPLICIT decimal (e.g. 59.20) Your FTE calculation is based on your teacher days for the current school year, an average of teacher days is around 229 so if your staff member works 229 days full time they would be considered as 1.00 FTE

If a staff member has more than one assignment , count the staff memer in terms of the assignments. An assignment could be a school, a position , or a teacher category. For example:

> If a school staff member worked three-quarters of the time as a teacher, and one-quarter of the time as a librarian, he or she would be counted as a 0.75 teacher FTE and a 0.25 librarian FTE.

> A full time teacher's time is split equaly between two schools, that teacher would be counted as 0.50 FTE in each school.